

Raw NCP 20

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-44-78 133	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
P. Burnam

5. TEL. EXT.
693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 15 Sep 78	D. SIGNATURE OF AGENCY REPRESENTATIVE Guy B. Oldaker	E. TITLE Chief, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>ROTC Cadet Record Files - File Number 1004-07, AR 340-18-10</p> <p>DA Forms 131 (ROTC Cadet Record) reflecting comprehensive information regarding enrollment, training, and disposition of ROTC cadets, which are not needed for institutional purposes after the student leaves the institution or after the unit is withdrawn.</p> <p>DISPOSITION: Destroy in GFA 10 years after cadet terminates enrollment in ROTC or 10 years after withdrawal of unit from institution. If cadet transfers to another ROTC institution, record will be transferred to gaining institution's ROTC unit on request, as provided in AR 145-1.</p> <p>BACKGROUND: DA Form provides a complete record of the cadet's ROTC training and overall academic status. Dis-enrollment data is entered on the form when a cadet terminates ROTC status for reasons other than to accept appointment as an officer. This information is often valuable in determining whether such individuals should be reenrolled in the ROTC program at a later date or at a different location. The present 5 year retention period does not allow full utilization of the documents for this purpose.</p>		

Done out as withdrawn 1/3/80 SC.

1004 RESERVE OFFICER TRAINING CORPS FILES

These files relate to military training of ROTC members and units in educational institutions conducting Junior or Senior Division programs.

<i>File No.</i>	<i>Description</i>	<i>Disposition</i>
1004-01	<p>ROTC enrollment files. Documents relating to ROTC enrollment data reported to Headquarters, Department of the Army. Included are DA Form 130, consolidated reports, and similar or related documents.</p> <p><i>Note:</i> Department of the Army agency requiring the report will use file number 702-06.</p>	Destroy after 3 years or on discontinuance, whichever is first. Earlier disposal is authorized.
1004-02	ROTC unit evaluation files. Documents related to evaluating and reporting on ROTC units failing to meet the standards required for retention. Included are reports of deficiencies by professors of military science, recommendations of major commands, notifications of probationary status, waivers, academic evaluation reports, correspondence concerning corrective action, and similar or related documents.	Destroy 5 years after expiration of the waiver, or removal of the unit from probation; or destroy on discontinuance of the unit.
1004-03	ROTC performance reporting files. Documents reflecting by class standings the performance of ROTC graduates at officer orientation courses. Included are reports to Army areas, reports to Department of the Army Staff agencies, and notifications to the president of each institution of the accomplishments of the ROTC graduates of his school and similar or related documents.	DA staff offices and offices of major command headquarters: Destroy when no longer needed for current operations. Other offices: Destroy after 2 years or on discontinuance, whichever is first.
1004-04	ROTC class standing files. Documents reflecting relative class standings and failures of ROTC officers attending officer orientation courses. Included are forms, printouts, correspondence, and similar or related documents.	Destroy after 3 years.
1004-05	ROTC camp support files. Documents accumulated by major commands and lower echelon organizations above the ROTC unit level and relating to the operation and administration of annual camp training of ROTC students. Included are rosters of expected attendance; camp support plans; invitations, schedules, and programs for visits by institutional heads; letters to parents; and similar or related documents.	Destroy after 1 year or on discontinuance, whichever is first.
★1004-06	Not used.	
★1004-07	ROTC cadet record files. DA Forms 131 (ROTC Cadet Record) reflecting comprehensive information regarding enrollment, training, and disposition of ROTC cadets, which are not needed for institutional purposes after the student leaves the institution or after the unit is withdrawn.	Destroy in CFA 5 years after cadet terminates enrollment in ROTC or 5 years after withdrawal of unit from institution. If cadet transfers to another ROTC institution, record will be transferred to gaining institution's ROTC unit on request, as provided in AR 145-1.

TABLE 45-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8	professional officer course (POC) cadets and financial assistance program cadets	records of AFROTC cadets commissioned as second lieutenants, including all records not required for institutional purposes; field file consisting of documents required by AFR 45-3		* destroy 1 year after acceptance of commission. (<i>Exception:</i> AFROTC copies will be destroyed immediately after acceptance of commission.)
9		records of AFROTC cadets not commissioned as second lieutenants, and which are not required for institutional purposes, which comprise the field file, cadet record, and similar records		destroy after 1 year.
10		records of disenrollment from officer candidate-type training		destroy after 3 years.

* Note: Rules apply to those copies not required by other directives to be filed in the personnel records group (see AFM 35-14).

10-96